



Day Camp Counsellor/Program Coordinator

The Sans Souci and Copperhead Association (SSCA), founded in 1912, is located on Canada's beautiful Georgian Bay between Parry Sound and Twelve Mile Bay. It is a vibrant community of permanent and summer residents from all over the world that enjoy this special part of the Bay and want to preserve it for future generations. SSCA operates sport facilities and social programs for the benefit of its members and other residents of the Township of the Archipelago.

The Day Camp Counsellor/Program Coordinator is a seasonal employee of SSCA responsible for planning and executing the day camp and carrying out tasks related to property maintenance and event support. There are two counsellor/coordinator positions, and they work collaboratively together.

SSCA Day Camp will run for 8 weeks (June 30 - August 22, 2025) on weekdays, from 9am – 2pm. Camp will not operate on July 1st and August 4th due to statutory holidays. Camper attendance varies and can range from a few children to 15+ each day. Ages range from 4-12 years old. General maintenance work is to be completed outside of day camp hours. Occasional work on weekends will be required to support SSCA events (potluck socials, regatta, AGM, etc.). Other duties may be assigned, including supporting the planning and organization of community events. A staff training session will be arranged based on staff availability prior to camp commencing.

Day Camp Responsibilities will include, but are not limited to:

- Ensure the safety, security and overall well-being of camp participants.
- Collaborate to plan, organize and execute age-appropriate activities to engage campers, including games, arts and crafts, sports, and educational projects.
- Actively supervise and engage campers throughout the day and through all activities, including swimming
- Oversee daily operation and administration of the camp – collecting and reviewing camper registration forms and payments, maintaining accurate records, completing incident reports when necessary.
- Foster a positive and inclusive camp environment, promoting respect, cooperation, and positive behavior among campers. Implement behaviour management strategies when necessary.
- Establish open and effective communication channels with parents/guardians.
- Orient and provide guidance to volunteers, assigning tasks and responsibilities.
- Understand, follow and role model all camp values, goals, policies, safety guidelines and emergency procedures.
- Maintain a clean and safe camp environment.

Schoolhouse and Property Maintenance Responsibilities will include, but are not limited to:

- Maintenance of cleanliness and tidiness through the day camp facilities, including the kitchen, classroom, deck, bathrooms, docks, and sport court.
- Regularly inspect the facilities to identify any maintenance or repair needs and report them to the Property Director.
- Maintain lawns and routine grass cutting/trimming.
- Collect and dispose of garbage and recycling materials according to the designated schedules and guidelines. Transport collected waste and recycling to the transfer station as required.
- Maintain and properly store tools, equipment, supplies, first aid, and waterfront equipment. Take inventories at the beginning and end of season, tracking on-hand quantities of supplies and re-order/purchase when needed.
- Maintain accurate records of grounds maintenance activities, including tasks completed, equipment maintenance, and any issues encountered.

Qualifications & Experience

- Previous experience and an interest in working with children and their families
- Current standard first aid/CPR certification required before start of camp
- Lifeguard certification preferred
- Excellent interpersonal and communication skills
- Ability to problem solve effectively and work independently with minimal supervision
- Ability to work and lead children and volunteers from different age brackets

Compensation & Benefits

- Hourly pay \$20/hour
- Opportunities for skill and leadership development
- Flexible work hours outside of regular day camp hours
- Use of SSCA fitness facilities
- Work in the newly renovated schoolhouse
- An amazing summer at the Bay!

How to Apply

To find out more information or if you have any questions about the position, please contact Glen Campbell, President SSCA at president@ssca.info

To apply for the position, please email your CV and cover letter to Glen Campbell at president@ssca.info

Application deadline: Monday February 10, 2025